

STATE CONTROLLER'S OFFICE

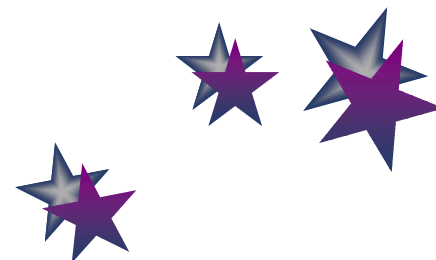
California Leave Accounting System (CLAS)

WELCOME

The following provides an overview of the CLAS and includes:

- . Features
- . Centralized System Advantages
- . Monthly Processing
- . Standard Reports
- . Leave Benefit Types
- . On-Line Reports
- . Participants
- . Customer Service
- . Customer Satisfaction
- . Annual Costs
- . Contacts

We hope you find this information useful and informative.



CLAS Features

- **Employment History & Payroll Interface**
- **All Time Bases & Benefits**
- **Automated Posting of Accrued Benefits & State Service**
- **5- Plus Years of History**
- **On-Line Update & Inquiry**
- **Audit Trail**
- **Automatically Recalculates Balances for Retroactive Corrections**
- **On-Line Messages**
- **Cross-System File Transfer**
- **Automated Conversion**

CLAS Centralized System Advantages

- **One System Administrator**
- **Centralized System Maintenance**
- **Phone Liaison (M-F 8-12 & 1-4)**
- **Integrated with Other Central Systems**
- **Trained Personnel Specialists**
- **Central Reporting**

CLAS Monthly Processing

- Automated Monthly Accruals - 2nd (Optional) or 8th Workday
- CLAS Monthly Output Files - 3rd Workday and/or 3rd Friday
- Monthly Attendance Input File - Customer Identifies Dates
- Positive Attendance Accruals - Calculated & Applied When Pay Issues
- Leave Activities & Balance Report - 11th Workday Each Month
- Earnings Statement - Master Payroll Cutoff

CLAS Standard Reports

- **Statement of Earnings and Deductions/Direct Deposit Advice**
 - Reflects employee's monthly leave benefit activity and balances.
- **Employee Statement of Leave**
 - Annual report containing benefit balances and year-to-date totals.
- **Leave Activities & Balances**
 - Monthly report of leave benefit and state service information for a specific leave period. Contains balances, usages, credits and miscellaneous transactions for leave benefits, and state service balances.
- **Benefit Over Max**
 - Contains current balances, accrual rates, and projected balances for benefits which are anticipated to reach the maximum allowed.
- **CTO Aging**
 - Monthly list of employees with unused CTO which was earned more than 9 months prior to the report date.

CLAS Leave Benefit Types

- **Accrued Benefits**
 - Vacation
 - Sick Leave
 - Annual Leave
 - Personal Holiday
 - Educational Leave
 - Personal Day

CLAS Leave Benefit Types (cont.)

- **Earned Benefits**

- Activist Release Time Bank
- CTO
- Excess Hours
- Holiday Credit
- Holiday Informal Time Off
- Medical Officer of the Day
- On Call Assignment
- PARR - Lawsuit Settlement
- Personal Leave Program
- Personal Leave Time
- Professional Leave
- Vacation Bank
- Voluntary Personal Leave
- V-Time

CLAS Leave Benefit Types (cont.)

- **Usage Only Benefits**

- Administrative Time Off
- Bereavement Leave
- Medical Educational Leave
- Dock
- Family Medical Leave Act
- Jury Duty
- Military Leave
- Paid Educational Leave
- Probationary Hours
- Professional Training
- Seniority Points
- TAU - Days Limit
- Union Time Off
- Mentor Leave

CLAS On-Line Reports

- **Benefit Over Maximum**
- **Leave Activities and Balances**
- **Position Inventory Reports**
 - **Eight different monthly reports available to CLAS customers. These reports are taken from the SCO's Position Roster file.**

CLAS Participants



- **139 Civil Service Departments**
 - **Over 159,100 employees** - Departments Include: CalPERS, CHP, Corrections, Employment Development Department, General Services, Justice, Mental Health, Transportation and Youth Authority.
- **19 California State Universities**
 - **Over 28,700 employees**

CLAS Customer Service

- Experienced Training Staff
- Classroom Instruction
- Customized Consultations
- Phone Liaison
- System Enhancements & Maintenance Support
- CLAS Web Page



CLAS Customer Satisfaction



- Overall Satisfaction 97.5%
- Program Performance 97.2%
- Professionalism 98.9%
- Communication 97.4%
- Training 96.4%

CLAS Annual Costs

- **Maintenance Costs**
 - \$6.00 per employee per year



CLAS Contacts

For departments or California State University campuses interested in converting to the CLAS, or for general questions, please contact:

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